

## **Arizona Special Education Director Mentor Program Mentee Application**

Because of the large number of new special education directors throughout the state and the intensive, multiple demands of this job, the Arizona Department of Education has developed a mentoring program for new special education directors. The goal of this program is to enable all new special education directors to be successful in their new roles so they will stay in these positions for consistency in leadership and for the positive impact it will have on student achievement. A related goal is to build leadership capacity in the field of special education through collaborative partnerships.

Mentors will provide ongoing support and assistance to mentees, as well as share their knowledge and skills throughout the school year in order to build confidence, competence, and awareness of the various demands of being a special education director. As a mentee, you will collaborate with experienced special education directors to enhance your job skills and increase your positive impact on teachers and students.

### **Requirements to Be a Mentee**

- Be a new special education director (either in the 2013–2014 or the 2014–2015 school year).
- Obtain superintendent approval to fully participate in the mentoring program.
- Fill out a needs assessment as part of your application with your appointed Arizona Department of Education ESS Program Specialist.

### **Mentee Responsibilities**

#### **As a mentee:**

- I agree to communicate with my mentor at least one time every other week for the first two months and then on a regular basis as needed after the first two months.
- I agree to attend all project-related trainings, webinars, and meetings with my designated mentor.
- I agree to attend any mentee-specific trainings, meetings, etc.
- I agree to work in collaboration with my mentor to create and implement a personal action plan based on my individual needs and goals.
- I agree to assist my mentor in submitting a quarterly action plan progress report.
- I agree to follow confidentiality regulations and rules.

### **Application Process**

#### **Submit the following materials to your ESS Program Specialist by Friday, September 5, 2014:**

- Application
- A letter of commitment from the superintendent of your public education agency (PEA) that gives permission for you to fully participate in this mentoring program (e.g., attend trainings, participate in meetings). This letter needs to be on letterhead and signed by the superintendent.

We thank you for your interest in becoming a mentee. We know that this is a high-yield commitment in terms of the quality of education for children with special needs in our state. Please note that we cannot guarantee that every mentee will be appointed a mentor; selection will be based on the needs of the mentees and the number of mentor applicants. Should you have any questions, please contact Lisa Aaroe at [lisa.aaroe@azed.gov](mailto:lisa.aaroe@azed.gov).

**Arizona New Special Education Director Mentor Program  
Mentee Application**

**Directions:** Please fill out the information below and submit this application to your ESS Program Specialist by Friday, September 5, 2014.

Name: \_\_\_\_\_

Name of district/charter: \_\_\_\_\_

Home address (street, city, state, zip): \_\_\_\_\_

Contact e-mail: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Certificates, licenses, and/or endorsements held: \_\_\_\_\_  
\_\_\_\_\_

How many years have you been a full-time special education director? \_\_\_\_\_

**Using a scale of from 1 to 5 and the following descriptors to indicate your level of competence and your level of need, rate the categories that follow.**

**1** = no need; I am knowledgeable and familiar with the skills related to this area and do not need support.

**2** = low level of need; although I'm familiar with this area, I might have a few questions.

**3** = average level of knowledge and/or skills in this area; I am aware of about half of the competencies/skills and will need support.

**4** = higher need; I have some competencies/skills related to this area, but will need more than average support.

**5** = highest level of need; I am unfamiliar with most competencies/skills related to this area and will need a lot of support.

**Finance** (applying for grants, preparing budgets, purchasing, contracting, utilizing Title and IDEA funds, understanding maintenance of effort, understanding voucher process).

1      2      3      4      5

**Personnel** (knowing roles and providing support for related service providers, knowing and implementing the employment process, evaluating special education staff).

1      2      3      4      5

**Communication** (applying effective communication strategies with parents, teachers, advocates, administrators, school/charter board members, district office staff).

1      2      3      4      5

**Program and Service Delivery** (understanding and implementing co-teaching models, knowing and understanding the Common Core Standards, knowing and understanding requirements for AIMS, knowing and accessing supplemental curriculum, knowing and implementing the continuum of special education services/LRE, knowing the legalities and protocol related to the special education evaluation process, knowing the legalities and protocol related to IEP development, knowing and implementing assistive technology).

1      2      3      4      5

**Special Education Law** (knowing stated education law and IDEA, utilizing compliance monitoring manual/guide steps, collecting and analyzing special education data, understanding State Performance Plan and Annual Performance Report, knowing and having experience in reporting state special education data, early childhood special education processes and services, postsecondary transition, discipline according to law and regulations, dispute resolution options).

1      2      3      4      5

**Organizational** (understanding PEA and state procedures/policies/practices and resources outside of PEA, applying time management strategies).

1      2      3      4      5

**By signing this line, you are agreeing to the mentee responsibilities explained in the mentee application.**

\_\_\_\_\_ **Date:** \_\_\_\_\_